



**Rhode Island
Department
of Education**

RHODE ISLAND STATE ASSESSMENT PROGRAM

2015-2016 State-Approved Special Considerations for Statewide Assessments: Guidelines & Forms

**PARCC, NECAP Science,
RIAA Science & MSAA Alternate Assessments**

Fall 2015 – Spring 2016

Rhode Island Department of Elementary and Secondary Education (RIDE)

Office of Instruction, Assessment, & Curriculum

Phyllis Lynch, Ph.D., Director

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Rhode Island Statewide Assessments

State-Approved Special Considerations/Exemptions for School Year 2015-2016

ALL Rhode Island public school students—including students with disabilities and students receiving services in-state or out-of-state at outplacement special education facilities—are expected to take part in Rhode Island’s statewide academic assessment program in one of the following ways:

1. Participate in the statewide general assessments *without* accommodation(s);
2. Participate in the statewide general assessments *with* accommodation(s); **or**
3. Participate in Rhode Island’s alternate assessments (MSAA Reading, Writing and Mathematics; RIAA Science), which are both available only for students with an Individualized Education Program (IEP) who meet specific eligibility criteria.

Students identified as English language learners (ELL) are exempt from taking the PARCC and MSAA English Language Arts/Literacy assessments if they entered the U.S. **after March 1st, 2015**; however, they are *not* exempt from the PARCC or MSAA Mathematics or NECAP Science or RIAA Science assessments. Therefore, students who are ELLs must take the Mathematics and Science assessments regardless of when they entered the U.S. In addition, students who are ELLs must also participate in the ACCESS for ELLs® test (RI’s English language proficiency test).

State assessment policies place a great deal of responsibility on districts to include *all* enrolled students. Districts must juggle state and federal requirements, student needs, and other factors. Despite a district’s best efforts, situations will arise that prohibit the inclusion of every student. Extended absence, family vacations, and significant medical and/or emotional issues are but a few of the issues that are not entirely within the district’s control. Students who do not participate in state assessments and who are not eligible for a State-Approved Special Consideration are included as nonparticipants when calculating participation rates for school accountability.

The state-approved reasons—referred to as ***State-Approved Special Considerations*** (SASC) for the remainder of this document—fall within three broad areas: **I)** Medical Reasons; **II)** Personal Crisis; and **III)** Family Emergency. In all cases, requests for exemption from state assessments must be approved by the Director of Instruction, Assessment, and Curriculum at the Rhode Island Department of Elementary and Secondary Education (RIDE). All SASC submissions will be acknowledged with an email receipt to the superintendent and notifications will be sent via email once a decision has been made.

STATE-APPROVED SPECIAL CONSIDERATIONS (SASC) PROCEDURES

If a student needs to be exempted from PARCC *and* NECAP Science (or MSAA and RIAA Science), each assessment requires a separate SASC request form to be completed. Approval for an exemption from one test does not necessarily mean that a request for an exemption from the other test will be automatically approved. For example, if a 4th grade student was approved for an exemption from the Grade 4 PARCC assessments (the exemption would cover both the

ELA/Literacy and Mathematics tests), a *separate* request for an exemption from the NECAP Science test would need to be submitted for this same student. This same policy applies to the alternate assessments as well.¹

All State-Approved Special Considerations are based on *significant* medical or emotional disruptions to the student's life such as medical reasons (SASC-I), a personal crisis (SASC-II), or a family emergency (SASC-III). Therefore, requests of this nature should be based on a decision made by the student's "Educational Team," which can include the student's teachers, school counselor, principal, parent(s)/legal guardian(s), medical and/or mental health professional(s), and, if possible and deemed appropriate, the student.

Who does what?

1. **The Educational Team** gathers information, consults with appropriate people, documents the team discussion and offers a final recommendation **in writing** to the superintendent regarding whether to request a SASC. Documentation must include the supporting evidence/reasoning used to justify this recommendation.
2. **The Educational Team** sends the documented recommendation to the superintendent for final review and action.
3. **The Superintendent** reviews the team recommendation, makes a final decision based on the documented information, and then, if he/she approves of the Educational Team's recommendation, logs into eRIDE and enters the necessary student information to initiate the request for special consideration/exemption. The final step for the superintendent includes completing and signing a copy of **Form 1 District Assurances Form** (explained later in this document) and then faxing a copy to the Rhode Island Department of Elementary and Secondary Education (RIDE).
4. **RIDE** reviews the information submitted via eRIDE and also the **Form 1** information submitted via fax, and then, if needed, contacts the principal or the Office of the Superintendent for clarification or other action. RIDE then sends an email with the final decision to the superintendent (or equivalent) for each SASC request submitted.

NOTE: The decision to test or not test a student should **never** depend solely on the outcome of the SASC request to RIDE. If a student **can** be assessed, then he or she **should** be assessed. It is incumbent upon the requesting district to provide RIDE with enough compelling evidence to warrant each special consideration/exemption request and justify RIDE's approval of the district's request.

For questions relating to **MSAA** or **RIAA Science** exemption requests, please contact:
Heather Heineke (401-222-8493 or Heather.Heineke@ride.ri.gov).

For questions relating to **PARCC** or **NECAP Science** exemption requests, please contact:
Dr. Kevon Tucker-Seeley (401-222-8494 or Kevon.Tucker-Seeley@ride.ri.gov).

¹ In the past, students found eligible for the alternate assessment after the first collection period were granted an exemption from testing. Because the new PARCC and MSAA tests are both given in the spring, this exemption is no longer needed. All students found eligible for the alternate assessment are expected to participate in the MSAA ELA and Math tests. All other students are expected to participate in PARCC testing. For questions, please contact Heather Heineke at heather.heineke@ride.ri.gov or at 401-222-8493.



STATE-APPROVED SPECIAL CONSIDERATIONS

eRIDE: STUDENT INFORMATION NEEDED TO REQUEST EXEMPTION

(Note to District: For ALL SASC requests, student information must be submitted via eRIDE)

After logging into eRIDE at <http://www.eride.ri.gov/SASC>, the following information will be needed in order to initiate the process of submitting a request for student exemption from statewide assessment(s).

STUDENT INFORMATION:

- State-Assigned Student ID# (SASID)
- Student's full name
- Grade
- Gender
- Date of birth
- Reason for exemption request (e.g., *Medical Reasons, Personal Crisis, Family Emergency, or Student Identified for RIAA Assessment*)
- Brief explanation of why exemption is being requested

ASSESSMENT(S) FROM WHICH EXEMPTION IS BEING REQUESTED AND THE STUDENT'S GRADE:

- **PARCC "Fall Block Schedule" Testing** (grades 9-11)
- **PARCC English Language Arts/Literacy Assessment** (grades 3-10)
- **PARCC Mathematics Assessment** (grades 3-8)
- **PARCC Algebra I Assessment** (grades 7-11)
- **PARCC Geometry Assessment** (grades 7-11)
- **NECAP Science** (grades 4, 8, 11)
- **MSAA Reading, Writing, and Mathematics Alternate Assessment** (grades 3-8, and 11)
- **RIAA Science** (grades 4, 8, 11)

CONTACT INFORMATION:

- School/Facility of Enrollment (If outside of RI, please indicate State where school/facility is located)
- District/Local Education Agency (LEA) of Enrollment
- State-Assigned *District Number* (2-digit number ranging from 01-99)
- Superintendent *Full Name*
- Superintendent *Email* (Email address needed to send notification of approval or denial of request)
- Superintendent *Phone Number*

Once the above information—along with the information from the faxed copy of **Form 1** (see below)—has been submitted for RIDE approval, an email will be sent to the requesting district informing the superintendent of RIDE's decision to approve or deny each request for exemption.



STATE-APPROVED SPECIAL CONSIDERATIONS

Form 1: *DISTRICT ASSURANCES FORM* ***

“Verification of Information Submitted for Exemption Request”

District:		Student: <small>(First and Last Name)</small>		SASID: <small>(100xxxxxxx)</small>	
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It is the responsibility of the superintendent to review in a timely manner all requests for State-Approved Special Considerations (SASC) that would permit a student to be exempted from testing. The criteria below include the *minimum conditions* that must be met to qualify for exemption from statewide assessment. Upon receipt of a request for exemption, the superintendent must determine if the following conditions have been met and verify accuracy of information. NOTE: *RIDE reserves the right to review district files to ensure compliance with requirement to retain signed copies of applicable Forms.*

Assurances by District:	Yes	No	n/a	If no, then add comment(s):
1. The student was consulted prior to submitting this request.				
2. The student agrees with this request.				
3. The parent(s)/guardian(s) was consulted prior to submission of request.				
4. A parent/guardian signed a copy of <i>Form 2</i> to document their participation in the request for exemption.				
5. A parent/guardian indicated on <i>Form 2</i> that he/she gives permission for district staff to share relevant information about the request for exemption with RIDE.				
6. There is a medical reason or personal crisis or family emergency that prevents this student from receiving <i>instruction</i> during the remaining test window.				
7. A treating physician/licensed mental health worker signed <i>Form 3</i> indicating that this student <u>cannot</u> participate in INSTRUCTION , even with accommodations, during the remaining test window.				
8. A treating physician/licensed mental health worker signed <i>Form 3</i> indicating that this student <u>cannot</u> participate in ASSESSMENT , even with accommodations, during the remaining test window.				

I certify that the information contained within this notification is complete and accurate.

Superintendent's Full Name *(please print)*

Superintendent's Signature

____/____/_____
Date

***** AFTER SIGNING, FAX A COPY TO RIDE AT 401-222-3605**



STATE-APPROVED SPECIAL CONSIDERATIONS

Form 2: *PARENT/GUARDIAN CONSENT FORM*

(Note to District: Do NOT send Form 2 to RIDE. Please retain with student record)

Student's Full Name:
(please print)

I have consulted with the school district regarding the request to exempt my child from the _____ assessment(s)
[please indicate the specific test(s) for which exemption is being requested]

I understand that this means I will have no statewide assessment data (or only partial data depending on circumstances) for my child for the exempted assessments. By signing this request, I acknowledge that:

*I **WAS** (or) **WAS NOT** (circle one) involved in the decision for the district to seek an exemption for my child from the statewide assessment for medical reasons or other extenuating circumstances.*

and

*I **DO** (or) **DO NOT** (circle one) give permission for the district to discuss the reason for the request with Dr. Phyllis Lynch, Director of Instruction, Assessment and Curriculum at the Rhode Island Department of Education.*

Parent/Guardian Full Name (please print)

Parent/Guardian Signature

____/____/____
Date



CONSIDERACIONES ESPECIALES APROBADAS POR EL ESTADO

FORMULARIO 2: FORMULARIO DE CONSENTIMIENTO DE LOS PADRES/ TUTOR

(Nota al Distrito: **no** enviar el Formulario 2 a RIDE. Por favor retener en el registro del estudiante)

Nombre completo del alumno:
(en letra de imprenta)

He consultado al distrito escolar con respecto a la solicitud de exceptuar a mi hijo de la/s evaluación/es _____

[por favor indique el/los examen/es específico/s por el/los cual/es solicita la exención]

Comprendo que esto significa que no tendré datos de la evaluación a nivel estatal (o sólo datos parciales, según las circunstancias) con respecto a mi hijo sobre las evaluaciones exceptuadas. Al firmar esta solicitud, reconozco que:

Yo **PARTICIPÉ** (o) **NO PARTICIPÉ** (marcar una opción) en la decisión para que el distrito **conceda una excepción** a mi hijo de la evaluación a nivel estatal por razones médicas u otras circunstancias atenuantes.

y

Yo **AUTORIZO** (o) **NO AUTORIZO** (marcar una opción) al **distrito a analizar el motivo que fundamenta la solicitud** con Phyllis Lynch, Director de Instrucción, Evaluación y Prograr del Departamento de Educación de Rhode Island.

Nombre completo del padre/ madre/ tutor (en letra de imprenta)

Firma del padre/ madre/ tutor

____/____/____
Fecha



CONSIDERAÇÃO ESPECIAL APROVADA PELO ESTADO

FORMULÁRIO 2: FORMULÁRIO DE CONSENTIMENTO DOS PAIS/GUARDIÃES

(Obs. Ao Distrito: **Não** envie o Formulário 2 ao RIDE. Mantenha com o arquivo do aluno)

Nome completo do aluno:

(Em letra de forma)

Entrei em contato com o distrito escolar a respeito da requisição para isentar meu/minha filho(a) da(s) avaliação(ões) _____.

[Indique o(s) teste(s) específico(s) para o(s) qual(is) está solicitando isenção]

Entendo que não terei nenhum dado da avaliação estadual (ou apenas alguns dados dependendo das circunstâncias) sobre meu/minha filho(a). Ao assinar esta requisição, entendo que:

Eu **FUI** (ou) **NÃO FUI** (circule um) envolvido(a) na decisão do distrito de **obter uma isenção** para meu/minha filho(a) não participar da avaliação estadual devido a motivos médicos ou outras circunstâncias extenuantes.

e

Eu **DOU** (ou) **NÃO DOU** (circule um) **permissão para que o distrito discuta o motivo da requisição** com Plyllis Lynch, Diretora da Instruction, Assessment and Curriculum do Rhode Island Department of Education (Departamento de Educação de Rhode Island).

Nome completo do Pai/Guardião (Imprimir)

Assinatura do Pai/Guardião

Data



STATE-APPROVED SPECIAL CONSIDERATIONS

Form 3: *TREATING PHYSICIAN/MENTAL HEALTH WORKER FORM*

(page 1 of 2)

“Request for Exemption due to Medical Reasons or Student Personal Crisis”

Note to District: Give Form 3 (with Attachment) to the treating physician/mental health worker. Do not send completed Form 3 to RIDE. Please retain completed Form 3 with student records.

Student Full Name:

(please print)

As the treating physician, you are in a position to advise the parents and educational team regarding a request for medical emergency exemption from statewide assessment for the student listed below. It is the purpose of this document to inform the context of the advice you provide in response to this request. It is the responsibility of the public district to review in a timely manner all requests for Medical Exemption that would permit any student to be exempted from statewide assessment for reasons of medical emergency. The criteria below include the minimum conditions that must be addressed in order for the RI Department of Education to grant a student a special consideration exemption from statewide assessment.

TREATING PHYSICIAN’S/MENTAL HEALTH WORKER’S ASSURANCES		Please mark appropriate response for each assurance and initial		
<i>Note to Physician: Before responding to the questions below and signing this document, please read the attachment on the next page to inform your answers.</i>		Yes	No	Initials
1	There is a medical emergency or serious illness or personal crisis (please circle the appropriate response) that prevents this student from receiving instruction during the remaining test window.			
2	This student cannot participate in INSTRUCTION—regardless of setting (e.g. school, home, hospital)—even with accommodations, during the remaining test window.			
3	This student cannot participate in ASSESSMENT , even with accommodations, during the remaining test window.			

Signature of Treating Physician/Mental Health Worker

____/____/____
Date



STATE-APPROVED SPECIAL CONSIDERATIONS

Form 3 Attachment: *Information for the Treating Physician / Mental Health Worker*

“Request for Exemption due to Medical Reasons or Personal Crisis”

Each year, students with very serious, chronic, and fragile medical or other conditions can and do participate successfully in Rhode Island’s statewide assessments (e.g., PARCC and MSAA). However, there are rare and unique situations in which a student is unable to participate in any part of statewide assessments. Such decisions must be made with the greatest care and restraint. The Rhode Island Department of Education’s policy is that every eligible student must participate in Rhode Island’s statewide assessments unless he/she qualifies for special consideration/exemption from testing.

GENERAL RULE: *If the student is able to receive instruction, then he/she is able to participate in state assessments.*

Medical Emergency:

In rare instances, a student may be unable to complete or participate in any part of the statewide assessments due to a documented, significant, and fully incapacitating medical emergency or emotional trauma that extends across the entire (or remaining) test window. In order to qualify for state-approved special consideration, the incident or condition must be so severe as to prevent the student from participating in instruction offered either at school or at home or other out-placement facility. Sometimes a medical emergency or emotional trauma requires a student to be hospitalized. In cases such as this, the student’s condition must be identified and verified in writing by a licensed physician or mental health worker and this documentation must be kept on file by the local district.

Conditions that DO NOT qualify for exemption:

- ✗ *Medical Fragility* – All “medically fragile” students are expected to participate in statewide assessment unless a significant and documented medical emergency exists *in addition to medical fragility*
- ✗ District-provided home-based educational programs (student remains enrolled in district)
- ✗ Pregnancy
- ✗ Students with acute, short-term minor illnesses or injuries
- ✗ Students placed in correctional facilities
- ✗ Students receiving educational services at an out-placement facility
- ✗ Student or Parent refusal to test
- ✗ Mental health conditions that permit students to receive instruction

Guidance on the Use of SASC-I:

Medical Reasons

Each year, students with very serious, chronic, and fragile medical or other conditions can and do participate successfully in Rhode Island's statewide assessments. However, there are rare and unique situations in which a student is unable to participate in any part of statewide assessments. Such decisions must be made with the greatest care and restraint. The Rhode Island Department of Education's policy is that every eligible student must participate in Rhode Island's statewide assessments unless he/she qualifies for special consideration/exemption from testing.

GENERAL RULE: *If the student is able to receive instruction, then he/she is able to participate in state assessments.*

When considering medical exemption requests, it's important to consider the length of the testing window. In rare instances, a student may be unable to complete or participate in any part of the statewide assessments due to a documented, significant, and fully incapacitating medical emergency that extends across the entire (or remaining) test window. In order to qualify for state-approved special consideration, the incident or condition must be so severe as to prevent the student from participating in instruction offered either at school or at home or other out-placement facility. Sometimes a medical emergency requires a student to be hospitalized. *In cases such as this, the student's condition must be identified and verified in writing by a licensed physician and this documentation must be kept on file by the local district and/or school.*

Conditions that generally qualify for exemption:

- ✓ Serious car accident causing severe physical impairment and/or trauma
- ✓ Hospitalization throughout the testing window and unable to receive instruction and/or to take assessments of any kind

Conditions that generally DO NOT qualify for "Medical Reasons" special consideration/exemption:

- ✗ Medical Fragility – All medically fragile students are expected to participate in statewide assessment unless a *significant and documented* medical emergency exists *in addition to medical fragility*
- ✗ District-provided home-based educational programs (student remains enrolled in district)
- ✗ Student pregnancy
- ✗ Students with acute, short-term minor illnesses (e.g., the flu) or injuries
- ✗ Students with broken arms (these students can usually participate with accommodations)

The conditions listed above are by no means comprehensive. For questions relating to **NECAP Science or PARCC**, please contact Dr. Kevon Tucker-Seeley in the Office of Instruction, Assessment, and Curriculum to discuss any special cases should they arise. You can contact Dr. Tucker-Seeley via phone: (401) 222-8494 or email: Kevon.Tucker-Seeley@RIDE.RI.Gov. For questions relating to the **alternate assessments**, please contact Heather Heineke at (401) 222-8493 or email: Heather.Heineke@RIDE.RI.Gov

SASC-I: PARCC or NECAP Science

Students who cannot make up some (or any) PARCC units or NECAP Science sessions *may* qualify for a *Medical Reasons* state-approved special consideration/exemption. However, in most cases missed test units or sessions can be made up with proper planning. Districts must ensure that all schools have a plan in place to deal with makeup testing units or sessions within the specified testing window. RIDE highly recommends that districts set up their testing schedule *earlier* rather than later in each testing window so that adequate time is available to test students who were unable to test with their peers.

SASC-I: Alternate Assessments

Students who cannot make up some (or any) part of the **MSAA** tests *may* qualify for a *Medical Reasons* state-approved special consideration/exemption. Schools must have a plan in place to ensure makeup testing is completed within the specified testing window. RIDE highly recommends that schools set up their testing schedule *earlier* rather than later in each testing window so that adequate time is available to test students.

Makeup testing does not apply to **RIAA Science** because each collection period lasts a minimum of four weeks. RIDE recommends that educators assess their students earlier in this timeframe rather than later so that teachers have enough time to finish administering the assessment to students.

When are SASC-I Requests due to RIDE for PARCC?

- ✓ **PARCC:** All requests—which must include the student information entered via **eRIDE** **AND** the completed, signed, and faxed **Form 1**—must be received by RIDE **no later than 3:00 p.m.** on **the last day of the test window**. Requests submitted to RIDE after this deadline will be neither reviewed nor approved. PARCC test windows are as follows:

ASSESSMENT	Test Window Option 1	Test Window Option 2
PARCC Fall “Block Schedule” Testing	11/30/15 – 1/15/16	<i>n/a</i>
PARCC “Regular Administration”	CBT: 3/28/16 – 5/13/16 PBT: 4/4/16 – 4/29/16	CBT: 4/11/16 – 5/27/16 PBT: 5/2/16 – 5/20/16
PARCC Spring “Block Schedule” Testing	CBT: 3/28/16 – 5/13/16 PBT: 4/4/16 – 4/29/16	CBT: 4/11/16 – 5/27/16 PBT: 5/2/16 – 5/20/16

When are SASC-I Requests due to RIDE for NECAP Science?

- ✓ **Spring 2016 NECAP Science Assessment:** All requests—which must include the student information entered via **eRIDE** **AND** the completed, signed, and faxed **Form 1**—must be received by RIDE **no later than 3:00 p.m.** on **Tuesday, May 31, 2016**. Requests submitted to RIDE after this deadline will be neither reviewed nor approved.

When are SASC-I Requests due to RIDE for the Alternate Assessments?

- ✓ All requests—which must include both the entered student information via **eRIDE** **AND** the completed, signed, and faxed **Form 1**—must be received **no later than 3:00 p.m.** on **May 13, 2016**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

What Forms must be completed to qualify for SASC-I Exemption?

- **Form 1** – After the superintendent logs into **eRIDE** and enters student information online in the “State-Approved Special Consideration” form, he/she must then complete and sign a hard copy of **Form 1** (available in eRIDE and on the RIDE website) and then **Fax it to RIDE** (retain original with student records). In you prefer not to fax, you can scan and email the completed and signed **Form 1** to Kevon.Tucker-Seeley@RIDE.RI.Gov (PARCC, NECAP Science) or Heather.Heineke@RIDE.RI.Gov (MSAA, RIAA Science).

Form 1 is necessary to complete the process of applying for special consideration/exemption and to provide documentation that the exemption request was both reviewed by and approved by the district superintendent. **** NOTE TO DISTRICT: A completed and signed FORM 1 MUST BE SENT TO RIDE WITH EACH REQUEST. RIDE RESERVES THE RIGHT TO AUDIT DISTRICTS TO ENSURE COMPLIANCE WITH THE REQUIREMENT TO RETAIN SIGNED COPIES OF ALL APPLICABLE FORMS. ****

- **Form 2** – Have parent/guardian complete and sign a hard copy of **Form 2** (available via eRIDE and on the RIDE website). Retain original with student records. Do **NOT** send copy to RIDE.
- **Form 3** – Have treating physician/mental health worker complete and sign a hard copy of **Form 3** (available via eRIDE and on the RIDE website). Retain original with student records. Please do **NOT** fax or send copy to RIDE. Please give a copy of **Form 3 Attachment** to the treating physician/mental health worker so that he/she has the information needed to make an informed decision (see page 10).

Guidance on the Use of SASC-II:

Personal Crisis

Each year, students with very serious, chronic, and fragile medical conditions can and do participate successfully in Rhode Island's statewide assessments. However, there are rare and unique situations in which a student is unable to participate in any part of the statewide assessments. Such decisions must be made with the greatest care and restraint. RIDE's policy is that every eligible student has the right to participate in Rhode Island's statewide assessments in order to show what he or she knows and is able to do as compared to state curriculum standards.

GENERAL RULE: *If the student is able to receive instruction, then he/she is able to participate in state assessments.*

In rare instances, a student may be unable to complete or participate in any part of an assessment due to personal crisis involving a *documented, significant, and fully incapacitating emotional trauma that extends across the entire (or remaining) test window*. In order to qualify for state-approved special consideration due to "severe emotional distress," the incident or condition must be so severe as to prevent the student from participating in instruction offered either at school or at home. Sometimes severe emotional distress requires a student to be hospitalized in a mental health facility. In cases such as this, the student's condition must be *identified and verified in writing by a licensed physician or mental health worker and this documentation must be kept on file by the local district*.

Conditions that *generally* DO NOT qualify for "Personal Crisis" special consideration or exemption:

- ✕ Mental health conditions that permit students to receive instruction
- ✕ Students placed in correctional facilities
- ✕ Students receiving educational services at an out-placement facility
- ✕ Student or parent refusal to test
- ✕ Student pregnancy

SASC-II: PARCC or NECAP Science

Students who cannot make up some (or any) PARCC units or NECAP Science sessions *may* qualify for a *Medical Reasons* state-approved special consideration/exemption. However, in most cases missed test units or sessions can be made up with proper planning. Districts must ensure that all schools have a plan in place to deal with makeup testing units or sessions within the specified testing window. RIDE highly recommends that districts set up their testing schedule *earlier* rather than later in each testing window so that adequate time is available to test students who were unable to test with their peers.

SASC-II: Alternate Assessments

Students who cannot make up some (or any) part of the **MSAA** tests *may* qualify for a SASC-II *Personal Crisis* state-approved special consideration/exemption. Schools must have a plan in place to ensure makeup testing is completed within the specified testing window. RIDE highly recommends that schools set up their testing schedule *earlier* rather than later in each testing window so that adequate time is available to test students.

Makeup testing does not apply to **RIAA Science** because each of the collection periods lasts a minimum of four weeks. RIDE recommends that educators assess their students earlier in this timeframe rather than later so that teachers have enough time to finish administering the assessment to students.

When are SASC-II Requests due to RIDE for PARCC?

- ✓ **PARCC:** All requests—which must include the student information entered via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received by RIDE *no later than 3:00 p.m.* on **the last day of the test window**. Requests submitted to RIDE after this deadline will be neither reviewed nor approved. PARCC test windows are as follows:

ASSESSMENT	Test Window Option 1	Test Window Option 2
PARCC Fall “Block Schedule” Testing	11/30/15 – 1/15/16	<i>n/a</i>
PARCC “Regular Administration”	CBT: 3/28/16 – 5/13/16 PBT: 4/4/16 – 4/29/16	CBT: 4/11/16 – 5/27/16 PBT: 5/2/16 – 5/20/16
PARCC Spring “Block Schedule” Testing	CBT: 3/28/16 – 5/13/16 PBT: 4/4/16 – 4/29/16	CBT: 4/11/16 – 5/27/16 PBT: 5/2/16 – 5/20/16

When are SASC-II Requests due to RIDE for NECAP Science?

- ✓ **Spring 2016 NECAP Science Assessment:** All requests—which must include the student information entered via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received by RIDE *no later than 3:00 p.m.* on **Tuesday, May 31, 2016**. Requests submitted to RIDE after this deadline will be neither reviewed nor approved.

When are SASC-II Requests due to RIDE for the Alternate Assessments?

- ✓ All requests—which must include both the entered student information via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received *no later than 3:00 p.m.* on **May 13, 2016**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

What Forms must be completed to qualify for SASC-II Exemption?

- ***Form 1*** – After the superintendent logs into eRIDE and enters student information online in the “State-Approved Special Consideration” form, he/she must then complete and sign a hard copy of ***Form 1*** (available in eRIDE and on the RIDE website) and then **Fax it to RIDE** (retain original with student records). In you prefer not to fax, you can scan and email the completed and signed ***Form 1*** to Kevon.Tucker-Seeley@RIDE.RI.Gov (PARCC, NECAP Science) or Heather.Heineke@RIDE.RI.Gov (MSAA, RIAA Science).

Form 1 is necessary to complete the process of applying for special consideration/exemption and to provide documentation that the exemption request was both reviewed by and approved by the district superintendent. **** NOTE TO DISTRICT: A completed and signed *FORM 1* MUST BE SENT TO RIDE WITH EACH REQUEST. RIDE RESERVES THE RIGHT TO AUDIT DISTRICTS TO ENSURE COMPLIANCE WITH THE REQUIREMENT TO RETAIN SIGNED COPIES OF ALL APPLICABLE FORMS. ****

- ***Form 2*** – Have parent/guardian complete and sign a hard copy of ***Form 2*** (available via eRIDE and on the RIDE website). Retain original with student records. Do **NOT** send copy to RIDE.
- ***Form 3*** – Have treating physician/mental health worker complete and sign a hard copy of ***Form 3*** (available via eRIDE and on the RIDE website). Retain original with student records. Please do **NOT** fax or send copy to RIDE. Please give a copy of ***Form 3Attachment***) to the treating physician/mental health worker so that he/she has the information needed to make an informed decision (see page 10).

Guidance on the Use of SASC-III:

Family Emergency

Each year, some students suffer the loss of a close family member. This is a most difficult time for the student, the student’s family, and the student’s educational family. Each student responds in a different way and schools should address the child’s emotional needs before worrying about participation requirements in statewide assessment. Unlike SASC-I and SASC-II, students who qualify for SASC-III exemption are probably capable of taking part in statewide assessment, but it may not be appropriate to do so. For some students, exemption from statewide assessment will be part of what is needed for the school to respond to students’ needs. For others, the school will help the student participate in all regularly scheduled school activities – including statewide assessment. School counselors, together with the student’s teachers and parent(s)/guardian(s) should carefully make this decision and if appropriate, include the student’s wishes in the decision-making process.

When are SASC-III Requests due to RIDE for PARCC?

- ✓ **PARCC:** All requests—which must include the student information entered via **eRIDE** **AND** the completed, signed, and faxed **Form 1**—must be received by RIDE **no later than 3:00 p.m.** on **the last day of the test window**. Requests submitted to RIDE after this deadline will be neither reviewed nor approved. PARCC test windows are as follows:

ASSESSMENT	Test Window Option 1	Test Window Option 2
PARCC Fall “Block Schedule” Testing	11/30/15 – 1/15/16	<i>n/a</i>
PARCC “Regular Administration”	CBT: 3/28/16 – 5/13/16 PBT: 4/4/16 – 4/29/16	CBT: 4/11/16 – 5/27/16 PBT: 5/2/16 – 5/20/16
PARCC Spring “Block Schedule” Testing	CBT: 3/28/16 – 5/13/16 PBT: 4/4/16 – 4/29/16	CBT: 4/11/16 – 5/27/16 PBT: 5/2/16 – 5/20/16

When are SASC- III Requests due to RIDE for NECAP Science?

- ✓ **Spring 2016 NECAP Science Assessment:** All requests—which must include the student information entered via **eRIDE** **AND** the completed, signed, and faxed **Form 1**—must be received by RIDE **no later than 3:00 p.m.** on **Tuesday, May 31, 2016**. Requests submitted to RIDE after this deadline will be neither reviewed nor approved.

When are SASC- III Requests due to RIDE for the Alternate Assessments?

- ✓ All requests—which must include both the entered student information via **eRIDE** **AND** the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **May 13, 2016**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

What Forms must be completed to qualify for SASC-III Exemption?

- **Form 1** – After the superintendent logs into **eRIDE** and enters student information online in the “State-Approved Special Consideration” form, he/she must then complete and sign a hard copy of **Form 1** (available in eRIDE and on the RIDE website) and then **Fax it to RIDE** (retain original with student records). In you prefer not to fax, you can scan and email the completed and signed **Form 1** to Kevon.Tucker-Seeley@RIDE.RI.Gov (PARCC, NECAP Science) or Heather.Heineke@RIDE.RI.Gov (MSAA, RIAA Science).

Form 1 is necessary to complete the process of applying for special consideration/exemption and to provide documentation that the exemption request was both reviewed by and approved by the district superintendent. **** NOTE TO DISTRICT: A completed and signed FORM 1 MUST BE SENT TO RIDE WITH EACH REQUEST. RIDE RESERVES THE RIGHT TO AUDIT DISTRICTS TO ENSURE COMPLIANCE WITH THE REQUIREMENT TO RETAIN SIGNED COPIES OF ALL APPLICABLE FORMS. ****

- **Form 2** – Have parent/guardian complete and sign a hard copy of **Form 2** (available via eRIDE and on the RIDE website). Retain original with student records. Do **NOT** send copy to RIDE.
- **Form 3** – **Not** needed for SASC-III exemption requests.